



FORT DUPONT

SHAPED BY HISTORY & ANCHORED IN NATURE

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION (FDRPC)

BANKING RFP

Table of Contents

<i>SECTION 1 - INTRODUCTION</i>	<i>3</i>
<i>SECTION 2 - SCOPE OF BANKING SERVICES.....</i>	<i>4</i>
<i>SECTION 3 - BIDDING INSTRUCTIONS</i>	<i>6</i>
<i>SECTION 4 - PROPOSAL EVALUATION</i>	<i>7</i>
<i>SECTION 5 - OTHER ATTACHMENTS- ON WEBSITE</i>	<i>8</i>

SECTION 1 - INTRODUCTION

1. Summary RFP
 - a. Request for Proposal (RFP) for Banking Services
 1. Date of RFP: 10/23/2024
 2. Company Name: Fort DuPont Redevelopment and Preservation Corporation (FDRPC)
 3. Contact Information
 - Contact Name: Janice Moturi
 - Title: Deputy Director/ Controller
 - Phone Number: Work (302) 838 7374 ext. 101
 - Email: JMOTURI@FORTDUPONT.ORG
2. Banking services: Fort DuPont Redevelopment and Preservation Corporation seeks a banking partner to provide comprehensive services, including:
 1. Cash Management: Business checking, savings accounts, and robust online banking.
 2. Payment Processing: ACH, wire transfers, and payroll services for efficient transactions.
 3. Deposit Services: Remote deposit capture, lockbox services, and secure handling of funds.
 4. Lending Solutions: Lines of credit, construction loans, and equipment financing tailored to our projects.
 5. Fraud Prevention: Positive Pay, account reconciliation, and other services to protect against fraud.
 6. Investment Services: Sweep accounts and collateralized deposits for managing funds and securing large deposits.
 7. Customer Support: A dedicated account manager for personalized service and ongoing support.
3. Purpose of RFP: To solicit proposals from banking institutions for financing and banking services. The total financing required and the collateral available.
 - a. Total financing request- \$1,000,000
 - b. Collateral
 - a. Building 1.- total appraised value- \$515,000
 - b. Building 2- total appraised value- \$475,000
 - c. Total combined value \$990,000
4. Background Information on Fort Dupont Redevelopment and Preservation Corporation

- a. The Fort DuPont Redevelopment and Preservation Corporation (hereafter FDRPC) was established in 2014 in Del Code Title 7 Chapter 47 Subchapter II.
 - b. The Fort DuPont Complex, located along the Delaware River adjacent to Delaware City, is currently underutilized but has enormous potential as a sustainable, mixed-use community.
 - c. Its purpose is to preserve and protect the historical and recreational amenities within the Fort DuPont Complex and to expand economic opportunities therein, additional capital will be required to improve infrastructure, renovate certain historic structures, and make additional improvements to said Complex,
5. Minimum Bank qualifications- We need a bank that can offer:
- a. Construction Financing: Tailored to our project timelines
 - b. Deposit Accounts: Easy-to-manage checking and savings accounts
 - c. Cash Management: Tools to help us manage our cash flow efficiently
 - d. Customer Support: Dedicated support to assist us as needed

SECTION 2 - SCOPE OF BANKING SERVICES

- 1. Cash Management Services
 - a. Business Checking and Savings Accounts: Basic accounts for day-to-day transactions and saving funds.
 - b. Online Banking: Allows for easy management of accounts, transactions, and monitoring cash flow.
- 2. Payment Processing
 - a. Automated Clearing House (ACH): For electronic payments like payroll, vendor payments, and rent collection.
 - b. Wire Transfers: For secure, high-value, or time-sensitive transactions.
- 3. Deposit Services
 - a. Remote Deposit Capture: Enables depositing checks without visiting the bank.
 - b. Lockbox Services: For efficiently processing and depositing payments received by mail.
- 4. Credit and Lending Services

- a. Lines of Credit: Access to funds for managing cash flow, paying for unexpected expenses, or funding short-term projects.
- b. Construction and Real Estate Loans: Financing for new projects, renovations, or property acquisitions.
- c. Equipment Financing: Loans or leases for purchasing or upgrading equipment.
- d. Credit cards: We are seeking secure and reliable credit card processing services to handle both in-person and online payments for tenants and clients.
 - i. The solution must support major credit card brands, integrate seamlessly with our existing systems, and comply with PCI DSS standards.
 - ii. It should offer fraud protection, real-time reporting, and transparent fee structures.
 - iii. The service provider must also deliver 24/7 customer support, detailed analytics, and clear data ownership policies, ensuring that transaction data remains accessible for auditing and reconciliation.

5. Fraud Prevention

- a. Positive Pay: A service that helps prevent check fraud by verifying checks before they are cashed.
- b. Account Reconciliation: Helps ensure all transactions are correctly recorded and unauthorized transactions are flagged.

6. Investment and Treasury Services

- a. Sweep Accounts: Automatically moves excess funds into interest-bearing accounts.
- b. Collateralized Deposits: Ensures that large deposits are secure, often required for public funds.

7. Insurance and Risk Management

- a. Collateralization of Deposits: Protects deposits with collateral to ensure funds are secure.
- b. Safekeeping Services: Secure holding of important documents, such as property deeds or financial instruments.

8. Reporting and Analytics

- a. Monthly Statements : Detailed reports on account activity, fees, and balances to help manage finances effectively.
- b. Custom Reporting: Tailored reports that provide insights into specific aspects of financial performance.

9. Customer Support
 - a. Dedicated Account Manager: A specific point of contact at the bank who understands the business's needs and can offer personalized service.
 - b. These services help manage daily operations, secure financing for projects, handle payments, protect against fraud, and optimize cash flow and investments.

SECTION 3 - BIDDING INSTRUCTIONS

1. Timeline for the procurement process
 - a. RFP Published – 10/23/24
 - b. Deadline for Vendor Questions – 11/6/2024
 - c. Deadline for Responses – Q&A Closed & Published –11/20/2024
 - d. Deadline for Vendor Proposal Submission – 12/9/24 at 2pm EST
 - e. Finalist Presentations (Virtual) – 12/16/2024
 - f. Finance and Audit Committee vote and recommendation to the board 12/17/24 to 1/3/25
 - g. Finalist Selected / Begin Contract Negotiation and Execution –1/7/2025
2. What We Need in Your Proposal.
 - a. Your Bank's Profile: A brief overview of your institution
 - b. Proposed Loan Terms: Details on interest rates, loan duration, and repayment options
 - c. Fees: A clear breakdown of any associated fees
 - d. Customer Support: Information about the support services you offer
 - e. Line of credit options
3. How to Submit Your Proposal
 - a. Format: Please submit your proposal in PDF format.
 - b. Deadline: 12/9/2024 2pm EST
 - c. Submission Method:
 - i. Send your proposal to JMOTURI@FORTDUPONT.ORG Or
 - ii. Drop off at office location 260 Old Elm Ave, Delaware city DE 19706.
 - iii. Deadline is 12/9/2024 at 2pm EST
4. Questions? If you have any questions, feel free to reach out:

- i. Name: JANICE MOTURI
- ii. Phone: Work (302) 838 7374 Ext 100
- iii. Email: JMOTURI@FORTDUPONT.ORG

SECTION 4 - PROPOSAL EVALUATION

1. **Online access and overall Service Quality (25 points)**
 - How responsive and accessible is the bank's customer service?
2. **Financial Products and Fees (25 points)**
 - What variety of financial products does the bank offer, and how competitive are their fees?
3. **Community Redevelopment Efforts (15 points)**
 - What initiatives does the bank have in place to support community redevelopment?
 - **References: Community Reinvestment Act (CRA):** Review how the bank complies with the CRA and its efforts to meet the credit needs of low- and moderate-income communities.
 - **Local Partnerships:** Inquire about collaborations with local nonprofits or government programs aimed at community development.
 - **Impact Reports:** Request information on past community projects funded or supported by the bank, including outcomes and metrics of success.
4. **Expertise and Guidance (15 points)**
 - Does the bank provide expert advice and resources tailored to your industry?
5. **Reputation and Stability (10 points)**
 - How does the bank's reputation in the market compare to others, and what is their financial stability?
6. **Branch Location (10 points)**
 - How accessible are the bank's branch locations for your business operations?
7. **Bidding Process Disclaimers**
 - Fort DuPont Redevelopment and Preservation Corporation (FDRPC) will use a Selection Committee to evaluate the proposals submitted by prospective banks. The Selection Committee may also seek input from FDRPC's Board of Directors. The process includes reviewing and comparing the terms outlined in each bid for loans and other services. The decision made by the Audit/ Finance Committee will be final.
 - FDRPC reserves the right to:
 - i. Reject any or all proposals.
 - ii. Negotiate with any, all, or none of the proposers.

SECTION 5 - OTHER ATTACHMENTS- ON WEBSITE

1. Financials saved on the website

i. <https://fortdupont.org/documents/>

2. Contact Name:

- Janice Moturi
- Title: Deputy Director/ Controller
- Phone Number: Work (302) 838 7374 ext. 101
- Email: JMOTURI@FORTDUPONT.ORG
- Address- 260 Old Elm Ave, Delaware City DE 19706